



PERSONAL INFORMATION PROTECTION ACT (PIPA)

In October 2003 the government of British Columbia chose to introduce legislation, namely PIPA, which regulates the collection, use and disclosure of personal information by private organizations. This Act outlined the collection of personal information and the manner in which that information can be used by private organizations.

Personal information about prospective and current RCS students and their families is collected for several reasons. Information is required from RCS by the Ministry of Education and other government agencies from time to time and overwhelmingly, information is collected to ensure the safety of our students. Written consent to have and maintain this information on file is *required* from all parents/guardians of students in the independent school system.

Please carefully review the attached PIPA form (below) and complete the required information. If you have any questions regarding the forms, please contact Mr. Roger Grose at (604) 274-1122.

PIPA

DOCUMENTATION AND INFORMATION COLLECTION CONSENT FORM

PRIVACY ACT I/we consent to having Richmond Christian School collect personal information that may include, but is not limited to:

- student identification information
- birth certificate
- legal guardianship
- court orders (if applicable)
- parent and/or guardian work numbers
- parent and/or guardian e-mail addresses
- behavioral, academic and health information
- most recent report card
- emergency contact information (including but not limited to doctor's name and number, health insurance number) and
- any reasonable additional information needed for registration.

I/we further consent to the use of and disclosure of information contained in this form and otherwise collected by or on behalf of Richmond Christian School:

- for the purpose of establishing, maintaining and terminating the student's or parents' relationship with Richmond Christian School,
- for additional purposes identified when or before personal information is collected, and
- as otherwise provided in Richmond Christian School's Personal Information Privacy Policy, a copy of which is available upon request.

I/we also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Richmond Christian School as is necessary for the proper conducting of school business.

*This information is **required** to register your child(ren) at this school and assist the school authority in making an informed decision as to your child(ren)'s suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officers for Richmond Christian School are Mr. Roger Grose and Mr. Bob White.*

Family Name: _____
(First & Last name – please print)

Signature: _____ Date: _____

Student's Names: _____

PHOTOGRAPHS/VIDEO Richmond Christian School uses pictures and videos of RCS students in its newsletter, promotional materials, on its website and teacher blogs, and in other print material. It is the policy of RCS to publish only the first names of students in these various media forms.

I/we consent to having photographs, videos and work samples of my child(ren) used by Richmond Christian School in printed form, on the school website/teacher blogs and in other promotional materials.

Family Name: _____
(First & Last Name – please print)

Signature: _____

Date: _____

FIELD TRIPS Richmond Christian School students participate in off campus field trips and retreats during the school year as part of the curriculum. Although these trips are always optional, they offer invaluable learning experiences for students and are incorporated as components of educational program. Scheduled off campus field trips will be preceded by a Consent Form, which will include all of the details of the trip and any potential known risks or hazards.

I/we consent to having my child(ren) go on field trips or retreats during the school year.

Family Name: _____
(First & Last name – please print)

Signature: _____

Date: _____